



# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

### On-Line Renewals

To access the online renewal section, go to

[www.nscb.nv.gov](http://www.nscb.nv.gov)

Select the "On Line Renewals and Services" link

or

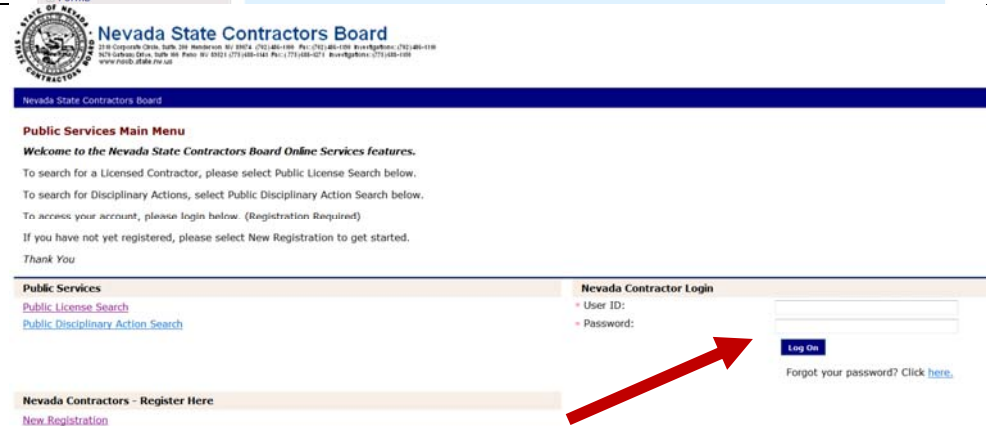
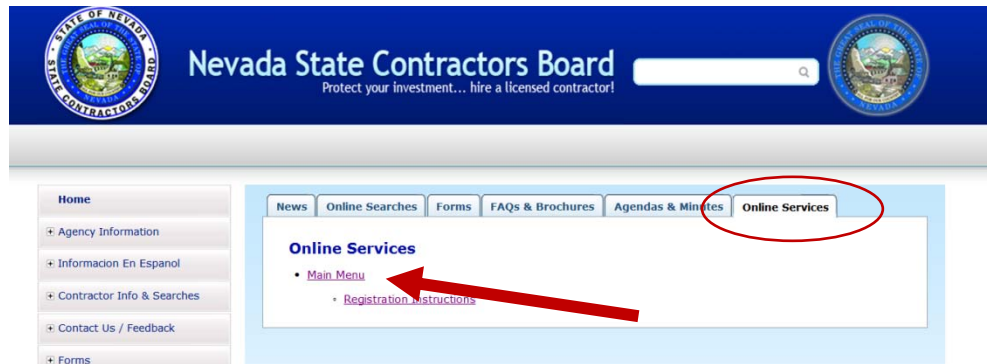
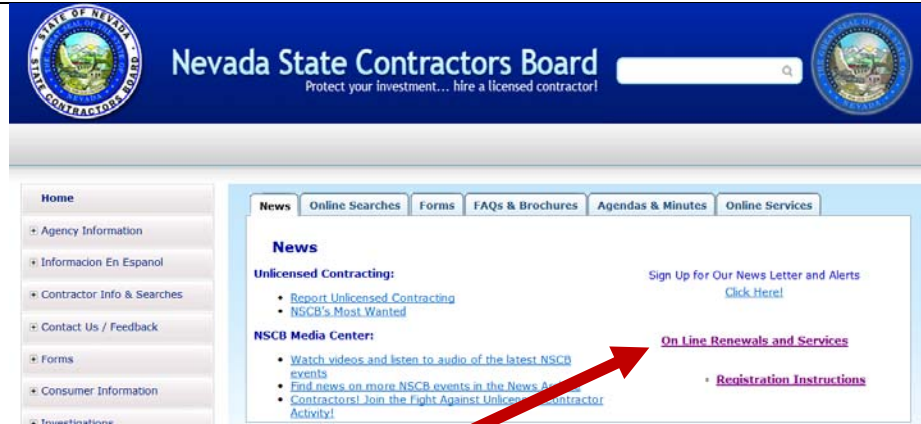
Select the Tab "Online Services" and Select "Main Menu"

### Public Services Main Menu

Enter your User ID and Password

Select Log On

**You must be registered to log on. If you need to register, select "New Registration" to obtain your User ID and Password.**





# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

### Main Menu

Select the license number you wish to renew.

**Nevada State Contractors Board**

2718 Corporate Center, Suite 200 Henderson, NV 89014 (702) 486-1100 Fax: (702) 486-1101 Email: info@nscb.com Website: www.nscb.state.nv.us

**Main Menu**

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending applications submitted.

To add a license not listed: "Select Add Licenses To Registration" from the functions list below.

You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Nevada State Contractors Board.

The Online Registration ID Number is located on the upper right hand side of the renewal form.

To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to change the address.

To check the status of a pending application: Select the Application Status Inquiry below.

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

**Functions**

[Apply for a New License](#)  
[View User Profile](#)  
[Pay For Online Applications](#)  
[Add Licenses To Registration](#)  
[Application Status Inquiry](#)

**Your Nevada License(s)**

Contractor #0012345

### License Menu

Select "Inactive License Contractor Renewal"

If you do not see an Inactive License Contractor Renewal link, your license is not scheduled for renewal. Contact an office of the Board if your license is will expire within the next 60 days and you do not see this link.

**Nevada State Contractors Board**

2718 Corporate Center, Suite 200 Henderson, NV 89014 (702) 486-1100 Fax: (702) 486-1101 Email: info@nscb.com Website: www.nscb.state.nv.us

**License Menu**

To **Renew your License**: Select the license renewal link below and answer all questions.

To **Change your Address**: Select Change of Address, then follow the instructions to change the address.

The functions listed below are available for this license number.

Please select the function you wish to perform.

Press "Back" to return to the main menu.

**Functions**

[Inactive License Contractor Renewal](#)  
[Change Of Address](#)

**License Status:** Inactive  
**Expires On:** 03/31/2011 (mm/dd/yyyy)

[Back](#)

### Introduction

Have all the items listed in the Introduction page available before proceeding.

Select Next

**Inactive License Contractor Renewal - Introduction**

Welcome to the License Contractor Online Renewal System. Before proceeding, please have the following items available:

1. The Mailing and Physical Addresses for each person listed on your license.
2. Credit Card Information.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel](#)



# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

### Address Detail Summary

You can change addresses for the licensee and any of its principals.

To change an address, select the link to the left of the record you wish to change.

To skip: Select Next

#### Active License Contractor Renewal - Address Detail Summary

To Change one of the addresses below, select the link to the left of the address you wish to change.

The Mailing Address is where all correspondence and your license certificate will be mailed to.

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing addresses.

Press "Cancel" to cancel this application and return to the main menu.

##### Addresses

###### [Mailing Address](#)

Address: P O BOX 555  
ANAHEIM, CA  
92806  
Phone Number: (714) 555-5555  
E-mail: CONTRACTOR@555.COM

##### License Specific Addresses

###### [Physical Location](#)

Address: 50000 S MAIN ST  
ANAHEIM, CA  
92806  
Phone Number: (714) 555-5555  
E-mail: CONTRACTOR@555.COM

[Previous](#)[Next](#)[Add](#)[Cancel](#)

### Application Summary

This is a summary of your responses to review before submitting the renewal. When you are satisfied with your responses, select Submit.

#### Inactive License Contractor Renewal - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to the return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

##### Inactive License Contractor Renewal Summary

License Type: Contractor  
Application Date: 03/29/2011 (mm/dd/yyyy)

##### Addresses

###### General Addresses

Mailing Address Address: P O BOX 555  
ANAHEIM, CA  
92806  
Phone Number: (714) 555-5555  
E-mail: CONTRACTOR@555.COM

##### License Specific Addresses

###### Physical Location

Address: 50000 S MAIN ST  
ANAHEIM, CA  
92806  
Phone Number: (714) 555-5555  
E-mail: CONTRACTOR@555.COM



# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

### Attestation

This is your attestation to the truth & accuracy of the information submitted.

(You will receive a Summary Report via email, which details your responses to the renewal questions and attestation.)

Submitting the attestation will forward you to the Fee and Payment Report screen.

Read this section thoroughly before answering.

Then, select Next

#### Inactive License Contractor Renewal - Attestation

Please note, submitting this renewal does not guarantee immediate renewal of your license. Reasons for a delay in renewing your license may include but are not limited to:

1. Full payment not made.
2. Renewal has a hold placed on it for other reasons.

After you complete this transaction and pay your fees, You may check the status of your license by visiting our website at: [www.nscb.state.nv.us](http://www.nscb.state.nv.us). If your license was not renewed, you may check the status of your application by returning to the Main Menu and selecting "Application Status Inquiry".

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

You will be forwarded to the Payment Screen after completing the following Affidavit.

#### Affidavit and Release Authorization

By selecting yes and selecting "Next", I hereby affirm that I am authorized to submit this Affidavit and Release Authorization on behalf of this licensee. To the best of licensee's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. The information contained in the application and its supporting documents are truthful, correct, and complete. I understand my duty to notify the Nevada State Contractors Board of any changes in personnel such as corporate officers of a corporation; member/managers of a limited liability company and understand that I must submit an Application for Change of Officers, Members or Manager Members within 30 days of such change.

- ☐ Yes  
☐ No

[Previous](#) [Next](#) [Cancel](#)

### Fee and Summary Report

Payment screen to pay for the renewal on-line.

*Options: Pay Now or Pay Later and View PDF Summary Report*

\*Pay Now button takes you to the Online Application Payment Screen.

Pay Later button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees are due:

#### Fee and Summary Report

**Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.**

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

The required fees are listed below and must be paid for further processing of your application.

Press "Pay Now" to proceed to the fee payment page.

Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Inactive Renewal 2yr:	\$300.00
Inactive Late 2yr:	\$150.00
<b>Total Amount Due:</b>	<b>\$450.00</b>

[Pay Now](#) [Pay Later](#) [View PDF Summary Report](#)



*Options: Return and View PDF Summary Report*

\*Return button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees were previously paid:

#### Fee and Summary Report

**Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.**

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

Press "Return" to return to the main menu.

[Return](#) [View PDF Summary Report](#)





# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

### Online Application Payment

#### Step 1

Mark the checkbox to pay the fee

#### Step 2

Select Next

#### Step 3

Enter your credit card information

After payment is made, you will receive an email with your Online Payment Summary Report which details your payment information in the form of a receipt.

#### Step 1

##### Online Application Payment

Select the applications you wish to pay for and press "Next" to continue  
Press "Show Fee Details" to show a breakdown of the fee amounts  
Press "Main Menu" to return to the main menu

Application Number	Description	Applicant Name	Fee
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00 <input checked="" type="checkbox"/>
			<a href="#">Next</a> <a href="#">Main Menu</a>

#### Step 2

##### Confirm Payment Details

Select payment method and press "Next" to pay for these applications.  
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	Applicant Name	Fee
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00
			Total \$450.00
			<a href="#">Next</a> <a href="#">Cancel</a>

#### Step 3

##### Payment Details

Total Amount \$ 450.00

All fields in bold are required.

##### Credit Card



**Credit Card Type** Visa   
**Credit Card Number** xxxxxxxxxxxxxxxx  
**Card Verification Number** xxx [What's this?](#)  
**Expiration Date** 04  2013

##### Billing Information

**First/Last Name** First Name  Last Name   
**Company**   
**Street Address 1** Address   
**Street Address 2**   
**City/State/Postal Code** City  State  Zip Code   
**Country** United States   
**Phone Number**   
**Email Address**

[Buy](#)

#### Step 4 – Payment Complete

##### Online Application Payment Success

Press "Main Menu" to return to the main menu.  
Press "View PDF Summary" and print this page for your records using the print function of your browser.  
Amount Paid: \$450.00  
Authorization Number: 123456

Application Number	Description	Applicant Name	Fee	Trace Number:
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00	1023

[Main Menu](#)

[View PDF Summary](#)







# NEVADA STATE CONTRACTORS BOARD

## Online Renewal Instructions - Inactive Licenses

Step 5 – Online Payment Receipt will be emailed to you

**Nevada State Contractors Board**  
9070 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150  
2370 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074, (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110  
www.nscb.state.nv.us

### Online Payment Summary

Amount Paid: 450.00  
Validation Number: 123456  
Batch Trace Number: 1023

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880700	Inactive License Contractor Renewal	CONTRACTOR	450.00	1023

### Check on your Renewal Status

Return to the Main Menu and select "Application Status Inquiry".

A list of deficiencies will appear if your renewal is missing information or is pending action by the Board.

If your license renewal is no longer listed, then your license renewal was successfully completed.

You may also verify the status of your license by checking your license at:

[www.nscb.nv.gov](http://www.nscb.nv.gov)

**Nevada State Contractors Board**  
2370 Corporate Circle, Suite 200 Henderson NV 89074 (702) 486-1100 Fax: (702) 486-1190 Investigations: (702) 486-1110  
www.nscb.state.nv.us

Nevada State Contractors Board

### Main Menu

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Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Your Nevada License(s)
<a href="#">Apply for a New License</a>	
<a href="#">View User Profile</a>	
<a href="#">Add Licenses To Registration</a>	
<a href="#">Application Status Inquiry</a>	Contractor #0070695

If you have any questions, please contact a representative of the Board.

Southern Nevada  
(702) 486-1100

Northern Nevada  
(775) 688-1141